Navigating the MyU Portal

2017 - 2018
MyU Portal

Diagram:
- MyU Portal
  - Demographic
  - Financial Aid
  - Student Tuition
  - Academic
  - Registration
myu.umc.edu

- Not to be confused with my.umc.edu (Lawson)
- Internet Browsers:
  - Supported:
    - Internet Explorer: 10 and 11
    - Firefox
    - Chrome
  - Not Supported:
    - Safari
- Instructions to update browser settings:
  https://www.umc.edu/Education/Office_of_Academic_Affairs/Student_Affairs/Student_Information_Systems/Essential_Guide_for_Internet_Explorer_Users.aspx

- Instructions to resolve compatibility settings with IE10 and 11:
Logging In

Enter Network Login ID
Hint: this is the portion of your UMMC email address before @umc.edu ex: hshoemake@umc.edu
network ID: hshoemake

Password
Hint: this is the password you used to activate your MyU account

IMPORTANT DATES
04/16/2012
- Summer - Registration Begins
- Summer Interession - Registration Begins

08/06/2012
- Summer Interession - Last Day to Withdraw with Refund
- Summer Interession - Last Day to Add Courses Online

08/07/2012
- Summer Interession - No Tuition Refund after this Date
- Summer Interession - Last Day to Add Courses With Approval

08/24/2012
- Fall Semester - Last Day to Add Courses Online

08/25/2012
- Fall Semester - Last Day to Add Courses With Approval

Use of this system is governed by the Appropriate Use Policy of the University of Mississippi Medical Center. If you are authorized to access university systems, you must do so using your assigned account. Failure to do so is a violation of policy that may result in the loss of privileges and other disciplinary action.
Logging In

If you forget your Network Login ID (username) and/or your Password, you can get this information using the “Password Help” link at myu.umc.edu.
To Get Network Login ID:

- Select “Get Network Login ID Link
- Enter First Name, Last Name, and Date of Birth

Hint: You must use proper capitalization
To Get Password:

• Select Password reset link
• Enter Network Login ID, Last 4 of SSN, and Day of Birth and “Reset My Password”

Hint: You must follow password rules
Navigation

Main Screen

- Tabs will vary depending on your role
  - Students will use New Student and Student Tabs
  - Links to UMMC Email and Canvas
Registration Process:

- Pre-Registration Activities
- My Favorites
- Course Registration
- My Schedule
Pre-Registration
Getting Started:

- Select “Registration” subtab on Student or New Student tab
- Next, “Pre-Registration Activities” in Detailed Navigation Pane
Pre-Registration

- Select Academic Year and Semester and select “Start”
Step 1 - Registration Agreement

Read and check all checkboxes in the agreement to proceed. Use the scroll to the right of the page to see each of the terms and conditions. When all terms and conditions have been read and checked, select the Submit & Proceed to Address Update button.

Pre-Registration Activities

<table>
<thead>
<tr>
<th>Step 1 - Registration Agreement</th>
<th>Step 2 - Permanent and Mailing Address</th>
<th>Step 3 - FERPA Rights</th>
<th>Step 4 - FERPA Directory</th>
<th>Done</th>
</tr>
</thead>
</table>

- By registering for classes, I acknowledge that I am entering into a legally binding contract to pay all tuition and fees, including late fees and service charges on past due accounts. The late fee is $100 per term for all accounts unpaid by the payment due date. Unpaid accounts are also subject to service charges at a rate of 1.5% per month. I also understand that I shall be liable for all collection costs and attorney fees that UMMC may incur to collect any unpaid balance on my student account.

- I understand that I can register for classes, without penalty, from the time online registration begins up to two weeks prior to the first day of classes. After that time, I may be subject to one of the following late registration fees. A $50 fee will be assessed during the two weeks prior to the start of the semester. Once the semester begins, a $100 fee will be assessed. A late registration fee will only be charged once per semester/program. No fee will be assessed during the initial registration into a program of study or while making modifications to an existing schedule.

- I understand that some distance education courses may require me to participate in examinations that are proctored, and that proctored examinations may result in additional expenses.

- If I am unable to attend UMMC for any reason, I must officially withdraw by sending a signed letter addressed to the Registrar's Office.

  - I am responsible for sending my letter as soon as I know that I will not be attending UMMC.
  - My letter can be mailed or faxed.
  - To avoid a financial obligation to UMMC, I understand that my letter must be postmarked or my fax must be sent PRIOR to the first day of classes for the semester or term.
  - If I officially withdrew PRIOR to the first day of classes for the semester or term, I understand that I will receive a credit for 100% of tuition and fees.

When you accept this agreement, you are acknowledging that you understand and agree to the above terms and conditions.
Step 2 - Permanent and Mailing Address

Here, you are able to view the Permanent Address and make updates to the Local Mailing Address if needed. To update the local mailing address, select the Update Mailing Address button to make the necessary changes. After necessary changes are made or if no changes are needed, select “Confirm Addresses and Continue” to proceed.
Pre-Registration: FERPA

Step 3 - Acknowledge FERPA Rights

After reading through the list, check the “I Acknowledge” box, then select the “Submit and Proceed to FERPA Directory” button.
Step 4 - Acknowledge FERPA Directory Information

After reading through the list, check the “I Acknowledge” box, then select the “Submit” button.
Adding your “Favorites” & Course Registration
My Favorites

- Select “My Favorites” from Detailed Navigation Pane
- Select the appropriate Term, Year, and Program, and select Get My Favorites

- On the next screen select Add to My Favorites
My Favorites

Select course by using:

- Simple Search
- Browse by Department
- Advanced Search
My Favorites

- Select the appropriate section by putting a check in the box to the left of the section name and “Add to Favorites”

- Repeat this process for each course you wish to schedule
After adding a course to “My Favorites” you will be presented with an overview of the courses you have selected.

You can continue adding or edit courses in “My Favorites” or “Start Registration” to add the course(s) to your schedule.

- From this screen, you can begin registering by selecting either of the “Start Registration” links below.
• Selecting the appropriate Term and Program from the dropdown and select “submit”

• From the Registration screen, you can view your schedule, add a course, drop a course, view your favorites, or go to your registration record for a different semester
Adding a Course

- To add a course, select the “Add” link.

- On the following screen, click in the checkbox next to the course(s) you wish to schedule, and select “Add”.

![Registration Screen]

Term: Fall Semester
Year: 2014-2015
Program: Doctor of Medicine (Medical)

![Add to My Schedule Screen]

Important:
- You must check the Add box next to the course you wish to register and then select the Add button below.
- Select a suitable number of hours for courses with variable credit hours.

Add: [ ]
Section: 3
Instructor: Smith, Chester C
Time: -
Location: -
Campus: UMMC Jackson

Add | Cancel
Dropping a Course

- To drop a course, select the “Drop” link.

- On the following screen, click in the checkbox next to the course(s) you wish to drop from your schedule, and select “Drop”.

Registration

- Term: Fall Semester
- Program: Doctor of Medicine (Medical)

Drop from My Schedule for Fall Semester 2014-2015

Important: You must check the Drop box next to the course you wish to drop and then select the Drop button below the schedule.

Class Schedule

- Course: HG 662
- Section: 1
- Credit Hours: 3.0000
- Booking Status: Booked
- Instructor: Smith, Chester C
- Time: -
- Location: -
- Campus: UMMC Jackson

Drop  Cancel
Verify your Schedule
My Schedule

You can view, email, and print your schedule by selecting the “My Schedule” link in the Detailed Navigation Pane.
Questions

Service Desk: 601-984-1145 or HelpDesk@umc.edu